

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	ASSISTANT CIRCUIT EXECUTIVE FOR ADMINISTRATION AND INTERNAL OFFICE MANAGEMENT
Opening Date:	July 14, 2006
Closing Date:	August 18, 2006 or until filled
Salary Range (CL 30):	\$89,540-\$116,432
Promotion Potential to CL 31:	\$95,664-\$136,940

The Office of the Circuit Executive has an opening for an Assistant Circuit Executive for Administration. Persons interested in applying for this position should submit a letter with resume detailing background, experience, and qualifications to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The selected candidate will be subject to a background check as a condition of employment.

Duties: The incumbent reports directly to the Deputy Circuit Executive and assists in the exercise of such administrative powers and performs such duties as may be delegated to the Circuit Executive by the Judicial council and outlined under Title 28 USC Code 332 (e). The incumbent supervises a staff of five. The principal responsibilities of this position are to provide oversight and coordination concerning matters related to Judicial Council and Court operations. Duties delegated to the Assistant by the Circuit Executive include:

1. Exercising aspects of administrative control of certain nonjudicial activities of the Court of Appeals of the circuit; providing oversight to internal operations of the office of the circuit executive.
2. Assisting the circuit executive in developing organizational goals and objectives, including the establishment and adjustment of long range schedules, priorities and deadlines for completion of work assignments.
3. Assisting the circuit executive in establishing policy. Establishing operating guidelines and procedures to implement established policy. Studying continuing problems with carrying out the responsibilities of the office of the circuit executive and recommending necessary corrective actions.

4. Assigning and explaining work requirements for new or changed programs, functions, goals and processes to court unit executives and top level managers and supervisors within the Court of Appeals for the circuit.
5. Serving as representative and consultant on various nation-wide advisory committees and providing consultation for the judiciary in such areas as fair employment practices reporting, judiciary accounting system, and circuit judicial conference policies and procedures.
6. Assisting in administering the personnel system of the Court of Appeals of the circuit, including analyzing data contained within and coordinating and finalizing the annual Fair Employment Practices Report; serving as personnel officer for the circuit executive's office, including coordinating staff leave, overseeing biweekly payroll certification, developing and maintaining the personnel projection system, preparing position descriptions, reviewing resumes and conducting interviews; and representing the circuit executive on various committees.
7. Developing and enforcing a system of internal financial controls for the office of the circuit executive.
8. Developing and managing the budgetary cycle of the Court of Appeals for the circuit, continually assessing the needs of the court and the office of the circuit executive in light of established goals and objectives, and aiding in the preparation of budgetary requests for the court.
9. Serving as the primary contact for formal financial audits of the Court of Appeals.
10. Managing a modern accounting system.
11. Providing oversight, general supervision, and coordination of the office secretarial staff, the circuit's budget administrator, financial analyst, and administrative assistant for finances.
12. Developing and overseeing a responsive office filing system as well as overseeing the preservation of circuit archives.
13. Conducting studies relating to the business and administration of the courts within the circuit and preparing appropriate recommendations and reports to the Chief Judge, the Judicial Council, and the Judicial Conference of the circuit.
14. Collecting, compiling, and analyzing statistical data with a view to the preparation and presentation of reports based on such data as may be directed by the Chief Judge, the Judicial Council, and the Administrative Office of the United States Courts.
15. Overseeing court operations of the judiciary's accounting system, FAS₄T, and such financial reports, internal controls and system access as required and needed for effective court operations.

16. Overseeing the updating, printing, and distribution of circuit directories to judges and staff.
17. Assisting in the coordination of court ceremonies and official photographs as necessary.
18. Representing the circuit as its liaison to courts within various states in which the circuit is located, the Marshal's office, state and local bar associations, civic groups, news media, and other private and public groups having interest in the administration of the circuit.
19. Serving as property disposal officer for the court.
20. Working with database design to facilitate operations and maintenance of property disposal and judicial conference databases.
21. Serving as procurement officer for the circuit executive's office, advising operational policies and procedures, internal controls, and procurement file maintenance.
22. Researching and evaluating potential circuit judicial conference sites; planning and coordinating judicial conferences, including contract negotiations, liaison with Chief Judge and other judicial officers, hotel, speakers, staff, security, members of the local bar and host committee, and overall operations and logistics.
23. Assisting in planning and coordinating special court events such as dedications, investitures, working luncheons, dinners, and holiday functions.
24. Preparing periodic reports to the circuit and to the Administrative Office of the United State Courts, including recommendations for the expeditious disposition of the business of the circuit.
25. Performing other duties as assigned.

QUALIFICATIONS: Applicants must have a high school diploma and preferably be a graduate of an accredited college or university; advanced degree in public or business administration and/or law is desirable. Experience working in a legal and/or court environment, particularly appellate courts and/or federal courts is desirable. Three years of specialized experience, including more than one year equivalent to work at CL 29.

The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, courtesy, and diplomacy at all times. Applicants must have excellent managerial and interpersonal skills; excellent computer skills and knowledge of automation technology; ability to interpret and apply complex rules and regulations; and unquestionable integrity.

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible administrative, technical, professional, supervisory or managerial experience gained after completion of a bachelor's degree that is in, or closely related to, the work of the position that has provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the circuit executive's office.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program.
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.